



## TOWN OF ARLINGTON, MASSACHUSETTS

### INVITATION TO BID

#### BID NO. 13 - 14

Sealed bids, pursuant to the Uniform Procurement Act, Ch. 30B, are invited and will be received by the Town Manager, Town of Arlington, Massachusetts, until **11:00 A.M., Thursday, June 20, 2013**, at the Office of the Town Manager/Purchasing Dept., 730 Massachusetts Avenue, Arlington, Massachusetts, at which time and place they will be publicly opened and read for furnishing:

#### **Cleaning Service for Ottoson Middle School/Arlington High School Bldg. "F"**

Bids received after this time will not be accepted. Specifications and Proposal Forms may be obtained at the Office of the Town Manager/Purchasing Dept., 730 Massachusetts Avenue, Arlington, MA, 02476.

Pre-Bid walk through, 3:00 P.M. on Wednesday, June 12, 2013, starting at Arlington High School, 869 Massachusetts Ave. All vendors should meet at the main entrance of Arlington High School.

Proposals must be submitted on forms provided and in a sealed envelope plainly marked:

#### **BID NO. 13-14; Cleaning Service/Ottoson Middle School/AHS Bldg. "F" ;**

**June 20, 2013**

Attestation Forms pursuant to M.G.L. Ch. 701 of the Acts of 1983 must be submitted with bids in order to be considered.

For further information please contact Mark Miano 781-316-3631.

The Town Manager reserves the right to cancel any Invitation for Bid and/or to reject in whole or in part any and all bids, when it is deemed in the best interest of the Town to do so.

TOWN OF ARLINGTON

Adam W. Chapdelaine  
Town Manager

June 6, 2013

# **Town of Arlington**

## ***Specifications for Cleaning Service Ottoson Middle School/AHS Building "F"***

### ***General Information and Conditions***

#### **1. LOCATION**

The contract is for cleaning service at the Ottoson Middle School, 63 Acton St. Arlington and Arlington High School Building "F", 869 Massachusetts Ave., Arlington, MA..

#### **2. CONTRACT TERM**

The contract period is from July 1, 2013 thru June 30, 2014. The Town has sole option to review and renew the contract annually (July 1, 2014 thru June 30, 2015, July 1, 2015 thru June 30, 2016), based upon performance review and contract compliance of the contractor.

#### **3. INSURANCE**

Workers' Compensation: As required by statute

Public Liability : \$1,000,000

Each person: \$ 500,000

Property damage: \$ 500,000

Theft: The contractor should have sufficient coverage of employees against theft of Town or private property.

#### **4. PERFORMANCE BOND**

The successful bidder will be required to provide the town with a performance bond in the amount of 100% of the yearly contract. The bond shall be in a form acceptable to the Town Counsel.

#### **5. QUALIFICATIONS OF BIDDERS**

To be considered qualified to bid on this project, a firm must be actively engaged in, or have recently been engaged in similar contracts of similar size and description, in the past five years. Names and telephone numbers of references (minimum 3) must be provided with the bid package. Municipal contracts only.

#### **6. CONTRACTOR PERSONNEL**

Personnel must be experienced, qualified cleaners. Prior to award, the apparent successful bidder must provide a list of names, experience, CORI, and duration of employment of all employees to be assigned to this project. The day-to-day supervisor of each shift must have oral and written communication skills in the English language. Contractor shall provide a written certification that all employees are legally authorized to work in the United States. A listing of names and emergency telephone numbers of supervisors is to be provided and kept current with the Supervisor of Custodians.

## **7. PREVAILING WAGE REQUIREMENT**

In accordance with state procurement laws, there is no requirement for prevailing wage distribution in connection with this contract.

## **8. PRE-BID Walk Through**

A pre-bid walk through will be held on **Wednesday, June 12, 2013, at 3:00 P.M. beginning at the Arlington High School.** A tour of the facilities will be conducted. All questions and responses at the conference will be recorded and provided to each bidder prior to the bid due date via addendum. No exterior work is included in these specifications.

## **9. DETERMINATION OF AWARD**

The contract will be awarded to the lowest responsible bidder who meets all of the qualifications and requirements listed above.

A pre-award conference will be held with the apparent low bidder to verify qualifications with regard to contractor personnel, review of references and review of past contract activity.

## **10. METHOD OF PAYMENT**

The successful contractor will submit invoices to the Town of Arlington School Department at the close of each month for monthly cleaning services. Payment for all services will be subject to verification of actual work completed. No payment will be made if in the opinion of Facilities Director the work is not complete in accordance with these specifications.

## **11. HOURS OF OPERATION**

Work to be conducted between the hours of 3:00 P.M. – 11:00 P.M., Monday through Friday in accordance with the 2013/2014 Arlington Public Schools Calendar. Inclusive of Christmas, February and April school vacations (hours between 7:00 A.M. to 4:00 P.M.). 24 man hours are to be provided during each daily work shift for the Ottoson School. 16 man hours are to be provided during each daily work shift for the High School "F" Building.

## **12. SUPPLIES AND EQUIPMENT**

The School custodial staff will be responsible for providing each building with consumable items such as toilet paper, paper towels, cleaning supplies and equipment, etc.

## **13. HOLIDAYS**

See School Calendar (No work required on Holidays)

## **14. CLEANING SPECIFICATIONS, SPECIAL REQUIREMENTS**

The School Department reserves the right to add additional cleaning special requirements. These special requirements will be offset by deletion of daily duties to compensate for the additional work. There will be no change in contract price unless specifically negotiated and agreed to in writing by the Facilities Director.

The School's custodian representative will also maintain a daily list of incomplete work, if any, for use by the contractor. This list is to be reviewed by the contractor's supervisory personnel daily to insure quality service to the School.

The School is used on a regular basis for events during evening hours. The contractor will be required to perform cleaning services as required with minimum interference to these events.

Unauthorized use of telephones, computers, radios, televisions and all other public and private equipment is strictly prohibited.

No smoking is allowed by any employee of the contractor in any School facility during the execution of work by the contractor.

The contractor shall comply with the School's Recycling Initiative with regard to the separation and disposal of recyclable materials in Town facilities.

Uniforms are required

The School will supply toilet paper, handtowels, and soap dispensers as required.

## **15. SPECIFICATIONS FOR CLEANING SERVICES**

### **CLEANING STANDARDS OF WORKMANSHIP**

1. Floor sweeping: A satisfactory or acceptably swept floor will not have dust streaks, marks, dirt in corners, below radiators, behind doors or under furniture. Furniture or other equipment moved during sweeping will be replaced. Wall bases, equipment, doors and furniture will not be disfigured by sweeping mop or broom. After sweeping, the room will appear orderly and well attended. Sweeping may be accomplished and dirt removed by use of a vacuum cleaner, sweeping with a brush or broom, or by use of a dry or treated sweeping mop of the proper design.
2. Damp Mopping: A satisfactory or acceptably damp mopped floor presents a clean appearance and should be free from streaks, smears, dirt, residue, and water. Damp mopping is accomplished by use of cotton mops, detergent solution and clean water.
3. Scrubbing: A satisfactory or acceptably scrubbed floor is a floor without embedded dirt, cleaning solution, film, stains, marks or water.
4. Polish or Wax Removal: Satisfactory or acceptable polish or wax removal is accomplished when surfaces, including wall bases, have all polish or wax removed and the surface has been rinsed with clean water, and it is clean, uniform in appearance and free of streaks, spots and standing water.
5. Polishing or waxing: A satisfactory or acceptably polished or waxed floor has a thin, even coating. Floor will be clean and bright in corners and under furniture as well as in all other areas. No wax or polish stain will be applied or allowed to remain on wall bases.

6. Buffing: All waxed areas will be buffed sufficiently for maximum gloss and uniform sheen leaving no soiling or heavy marks in order for the buffing to be satisfactory or acceptable.
7. Dusting: A satisfactory or acceptably dusted surface is free of all dust, dust streaks, lint, cobwebs, dirt, oil streaks, or stains from contact with oily dusters. The dust must be removed, not scattered around the room.
8. Plumbing fixtures and Toilet Rooms: Acceptably cleaned toilet room fixtures and rooms have no objectionable odors. Toilet bowls; washbowls and urinals will be clean and bright without soap film. There will be no markings on walls or fixtures. Floor, wainscoting and partitions will be clean and bright. All metal fixtures and other hardware and adjacent surfaces will be clean and bright. Mirrors will be clean.
9. Glass Cleaning: Glass is satisfactorily or acceptably cleaned when the glass surface is without streaks, film, deposits, or stains, and it has a uniformly bright appearance with all adjacent surfaces wiped clean and dry.
10. Metal cleaning: Metal is acceptably and satisfactorily cleaned when all surfaces are without deposits or tarnish, and it has a uniformly bright appearance with all adjacent surfaces wiped free of cleaner.
11. Spot Cleaning: A surface adequately and acceptably spot cleaned has been substantially cleaned of recent or new dirty hand prints, coffee stains, or other.
12. Bathroom Wall Washing: Bathroom ceramic and hard finish wall washing, to be acceptably accomplished, must be bright and clean, including joints in tile, and must be free of film, streaks, deposits and soiling.
13. Light Fixture Cleaning: Light fixtures are acceptably and satisfactorily cleaned when all components including bulbs, shades, grilles, and tubes are free of dust, insects, dirt, lint, film and streaks. All articles removed for cleaning must be replaced immediately.
14. Vacuuming Rugs: Vacuum cleaning of rugs or carpets is acceptable and satisfactory when the surface is free of dirt, dust, stains, spots, or other deposits. When spots or stains appear, they will be removed from the rugs by the dry cleaning or dry suds method, or other approved methods, without causing damage to the carpet or rug.

## **16. Scope of Services - Cleaning Specifications for Ottoson Middle School/Arlington High School Building "F"**

### **A. Overview**

1. All areas are to be cleaned on a second shift (3:00pm-11pm) schedule
2. Areas to be cleaned:

- All Stairs and Entryways
- Classrooms
- Rest Rooms

#### **4. Summer\* Schedule:**

The number of weekly hours that are bid by the contractor will not change during the summer. Tasks included in the cleaning specifications will change, (move furniture ,strip and wax floors, etc.) however, scheduling of tasks and areas will be altered during the summer to accommodate the department's cleaning needs. 7:00am-4:00pm

\* See School Calendar

### **B. General Cleaning Expectations:**

1. **REST ROOMS**—Ottoson Middle School, Twenty-six (26)  
Arlington High School Building "F", Fifteen (15)

#### **General Cleaning Expectations:**

Dispensers: All dispensers shall be filled when required; stock to be provided by the Arlington Public Schools. Dispensers shall be free of dust and soil.

Fixtures and Hardware: Shall be free of dust and soil. Brightwork shall be visibly and uniformly clean and polished to a streak-free shine.

Sinks: Shall be free of soil, dust and soap residue, and mineral deposits

Mirrors: Shall be free of dust and soil. Mirrors and surrounding framework where applicable shall be streak-free and uniformly clean.

Toilets and Urinals: Toilets, toilet seats and urinals shall be free of dust, bacteria, soil, organic matter, cleaner residue and mineral deposits. These fixtures shall appear visibly and uniformly clean.

Partitions: Shall be free of dust, soil, graffiti, and organic matter. Partitions shall appear visibly and uniformly clean.

Waste Containers: Contents shall be removed from waste containers and can liners replaced. Inside and outside of container shall be disinfected. Containers shall be visibly and uniformly clean with no offensive odor.

Walls and Doors: Shall be free of dust, soil and graffiti. Ceramic walls, metal kick plates, handles and push plates on doors shall be polished and uniformly clean.

Floors and Cove Base: Shall be free of dust, dried soil, organic matter, gum, stains and debris. Floors will be cleaned with a disinfectant cleaner.

Air Vents: Shall be free of dust. They shall appear visibly and uniformly clean.

Windows and Window Sills: Glass shall be free of soil, fingerprints and tape. This also applies to framework and sills. They shall appear visibly and uniformly clean.

Light Fixtures: Shall be free of dust and soil.

#### **REST ROOM CLEANING FREQUENCIES**

<b>ASSIGNMENT</b>	<b>FREQUENCY</b>	<b>DAYS</b>
Remove trash/Replace liners	1xdaily	Mon -Fri
Clean & disinfect toilets/urinals	1xdaily	Mon -Fri
Clean & disinfect sinks	1xdaily	Mon -Fri
Clean & polish mirrors	1xdaily	Mon -Fri
Clean & re-fill dispensers	As needed	
Sweep and mop wash floors	1xdaily	Mon -Fri
Clean and polish stainless steel receptacles	As needed	
Spot clean partitions	1xdaily	Mon -Fri
Clean all diffusers	weekly	

**2. STAIRS** Ottoson Middle School - Approximately 9 stairways, 3 floors high.

Arlington High School Building "F" – Approximately 3 stairways, 4 floors high.

#### **General Cleaning Expectations:**

Stair Treads and Risers: Shall be free of dust, dirt, debris, gum, and stains. Stair treads and risers shall appear visibly and uniformly clean.

Railings: Shall be free of dust and dirt. Railings shall be washed with a disinfectant cleaner and be free of all chemical residue.

Stair Landings: Shall be free of dust, dirt, debris, gum, and stains. Walls and Doors: Shall be free of dust, soil and graffiti. Walls, metal kick plates, handles and push plates on doors shall be polished and uniformly clean.

Windows and Window Sills: Glass shall be free of soil, fingerprints and tape. This also applies to framework and sills. They shall appear visibly and uniformly clean.

Light Fixtures: Shall be free of dust and soil. Lights will be changed as needed with bulbs provided by the Arlington Public Schools.

#### **STAIRWELLS**

<b>ASSIGNMENT</b>	<b>FREQUENCY</b>	<b>DAYS</b>
Sweep all stairs	1xdaily	Mon-Fri
Wash Stairs	3xweek	M-W-F
Dust rails and window sills	1xweek	Fri

**3. CLASS ROOMS:** Ottoson Middle School - Approximately 90 classrooms, average size 22' x 37'.  
Arlington High School Building "F" – Approximately 40 rooms

#### **General Cleaning Expectations:**

Waste Containers: Contents shall be removed from waste containers and can liners replaced. Inside and outside of container shall be disinfected. Containers shall be visibly and uniformly clean with no offensive odor.

Walls and Doors: Shall be free of dust, soil and graffiti. Walls, metal kick plates, handles and push plates on doors shall be polished and uniformly clean.

Floors and Cove Base: Shall be free of dust, dried soil, organic matter, gum, stains and debris.

Desks, Tables, Chairs, Counters and other Horizontal Surfaces: Shall be free of dirt and graffiti without causing damage to surfaces. Surfaces shall appear visibly and uniformly clean.

Windows and Window Sills: Glass shall be free of soil, fingerprints and tape. This also applies to framework and sills. They shall appear visibly and uniformly clean.

Light Fixtures: Shall be free of dust and soil.

#### **CLASS ROOMS**

<b>ASSIGNMENT</b>	<b>FREQUENCY</b>	<b>DAYS</b>
Remove trash/replace liners	As needed	
Pick up all visible paper/refuse	Daily	Mon-Fri
Vacuum	Daily	Mon-Fri
Spot clean doors/walls	Weekly	
Damp dust horizontal surfaces	Weekly	

TOWN OF ARLINGTON

PROPOSAL FORM

**Bid Opening: Bid# 13-14 - Thursday, June 20, 2013, 11:00 A.M.**

*Mr. Adam W. Chapdelaine, Town Manager*

Arlington, MA 02476

We, the undersigned, herewith submit a proposal for delivering to the Town of Arlington the following in accordance with the Invitation for Bid and Specifications furnished to us:

**Award based on the Total Yearly Price for year #1. Award will be made based on the lowest yearly price for each facility.**

**CLEANING SERVICES, OTTOSON MIDDLE SCHOOL**

**YEAR #1 – (7/1/13 – 6/30/14)**

FACILITY	Per Month	Yearly
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Ottoson Middle School

A. Per Month \_\_\_\_\_ x 12 = \_\_\_\_\_

**OPTION YEAR #2 – (7/1/14 – 6/30/15)**

FACILITY	Per Month	Yearly
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Ottoson Middle School

A. Per Month \_\_\_\_\_ x 12 = \_\_\_\_\_

**OPTION YEAR #3 – (7/1/15 – 6/30/16)**

FACILITY	Per Month	Yearly
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Ottoson Middle School

A. Per Month \_\_\_\_\_ x 12 = \_\_\_\_\_



**CLEANING SERVICES, Arlington High School Bldg. "F"**

**YEAR #1 – (7/1/13 – 6/30/14)**

FACILITY	Per Month	Yearly
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Arlington High School Bldg. "F"

A. Per Month \_\_\_\_\_ x 12 = \_\_\_\_\_

**OPTION YEAR #2 – (7/1/14 – 6/30/15)**

FACILITY	Per Month	Yearly
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Arlington High School Bldg. "F"

A. Per Month \_\_\_\_\_ x 12 = \_\_\_\_\_

**OPTION YEAR #3 – (7/1/15 – 6/30/16)**

FACILITY	Per Month	Yearly
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Arlington High School Bldg. "F"

A. Per Month \_\_\_\_\_ x 12 = \_\_\_\_\_

**References**

- |    |                |                |            |
|----|----------------|----------------|------------|
| 1. | _____          | _____          | _____      |
|    | (Contact Name) | (Phone number) | (Location) |
| 2. | _____          | _____          | _____      |
|    | (Contact Name) | (Phone number) | (Location) |
| 3. | _____          | _____          | _____      |
|    | (Contact Name) | (Phone number) | (Location) |

**Bidder information**

Name of company: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_

## **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

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**(Signature of individual submitting bid or proposal)**

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**(Name of individual submitting bid or proposal)**

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**Name of Business**

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**Date**

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Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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Social Security Number or  
Federal Identification Number

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Signature of Individual or Responsible  
Corporate Officer and Title

**NON-COLLUSION FORMS  
MUST BE SIGNED AND  
SUBMITTED WITH BID**

# Arlington Public Schools 2013-2014 School Calendar

\*DRAFT School Calendar

AUGUST				
M	T	W	TH	F
26	27	T	T	30

SEPTEMBER (19 days)				
M	T	W	Th	F
H	3	4	N	6
9	10	11	*12	13
16	17	18	19	20
23	EA	25	*26	27
30				

OCTOBER (22 days)				
M	T	W	Th	F
	1	2	3	4
7	EE	9	*10	11
H	15	16	17	18
21	EA	23	*24	25
28	29	30	31	

NOVEMBER (17 days)				
M	T	W	Th	F
				PDN
4	5	6	7	8
H	12	13	*14	15
18	EE	20	21	22
25	26	**27	H	N

DECEMBER (15 days)				
M	T	W	Th	F
2	3	4	5	EMS
9	ECR	11	*12	13
16	17	18	19	20
V	V	H	V	V
V	V			

JANUARY (21 days)				
M	T	W	Th	F
		H	2	3
6	7	8	*9	10
13	EE	15	16	17
H	21	22	*23	24
27	EA	29	30	31

## Teachers Return

August 28 & 29, 2013

## First Day of School Grades 1-12

September 3, 2013

## Kindergarten First Day

September 9, 2013

## School Hours

Elementary 8:15 - 2:15

Middle School 8:00 - 2:25

High School 8:00 - 2:26

EE: Early Release Elementary 1:00 p.m.

October 8, 2013

November 19, 2013

January 14, 2014

February 25, 2014

(Lunch will be served)

EA: Early Release Days All Levels 1:00 p.m.

September 24, 2013

October 22, 2013

January 28, 2014

March 25, 2014

April 8, 2014

May 20, 2014

(Lunch will be served)

PDN: Professional Development Day- No School

November 1, 2013

Arlington High School Evening Conferences 6-8 pm

November 20 & 25, 2013

Elem Grades K-5 Evening Conferences 6-8 pm

December 4 & 12, 2013

Ottoson Middle School Evening Conferences 6-8 pm

December 5 & 11, 2013

EMS: Early Release Elem & Middle Conferences

December 6, 2013 11:15 a.m.

ECR: Early Release All Levels Parent Conferences

December 10, 2013 All Schools 11:15 a.m.

\*\*Thanksgiving Break

November 27, 2013 12 noon

Arlington High School Graduation

Saturday June 7, 2014






2013-2014 Arlington School Committee  
approved opening day from 8:15-10:15 a.m.  
and vacation ONLY 11/20/2013  
All Early Release and Conference days to  
be held on 6/13/2014

FEBRUARY (15 days)				
M	T	W	TH	F
3	4	5	6	7
10	11	12	*13	14
H	V	V	V	V
24	EE	26	*27	28

MARCH (21 days)				
M	T	W	TH	F
3	4	5	6	7
10	11	12	*13	14
17	18	19	20	21
24	EA	26	*27	28
31				

APRIL (16 days)				
M	T	W	TH	F
	1	2	3	4
7	EA	9	*10	11
14	15	16	17	N
H	V	V	V	V
28	29	30		

MAY (21 days)				
M	T	W	TH	F
			1	2
5	6	7	*8	9
12	13	14	15	16
19	EA	21	*22	23
H	27	28	29	30

JUNE (13 days)				
M	T	W	TH	F
2	3	4	5	6
9	10	11	*12	13
16	17	18		
			28	27
30				

EE: Early Release Elementary Level 1:00 p.m.  
EA: Early Release All Levels 1:00 p.m.  
EMS: Early Release Elementary & Middle Level 11:15 a.m.  
ECR: Early Release All Levels Conferences 11:15 a.m.  
T: Teachers Only  
PDN: Professional Development Day Teachers Only  
H: Federal Holiday  
V: Vacation  
N: No School  
June 18, 2014 is 180th day  
Snow Days